



## Administrative Progress Report (APR) June 2007

**To: POST Commissioners and Advisory Committee Members**

**From: HAL SNOW**  
**Interim Executive Director**

The Administrative Progress Report (APR) is a monthly status report that informs POST Commissioners and the California law enforcement community of recent progress on POST projects and instructional programs under development, and other information of importance to our mission to continually enhance the professionalism of California law enforcement.

### **NEW APPOINTMENT TO THE POST COMMISSION**

On June 21, 2007, the Governor appointed Scott Himmelstein to the POST Commission. Mr. Himmelstein, 49, of Rancho Santa Fe, is president of the William D. Lynch Foundation for Children. Mr. Himmelstein served as the deputy secretary and chief of staff for the Office of the Secretary of Education (OSE) from 2005 to 2007, and was acting secretary from 2006 to 2007. Prior to joining the OSE, he served as chair and chief executive officer of the National Even Start Association.

Mr. Himmelstein is planning on attending the July Commission meeting in Burlingame. Questions about the appointment of Scott Himmelstein to the Commission may be directed to Assistant Executive Director Dick Reed at (916) 227-2809 or [Dick.Reed@post.ca.gov](mailto:Dick.Reed@post.ca.gov).

### **POST IDENTIFICATION NUMBER NOW ACCEPTED ON TRAINING ROSTERS**

Beginning July 1, 2007, POST will accept the POST Identification Number (ID) on training rosters instead of the trainee's Social Security Number (SSN). A POST ID was issued to all peace officers, reserves, and dispatchers in April 2007. The use of SSNs is being discontinued to reduce the possibility of identify theft. Agencies may determine their employees' POST ID through the EDI system.

Between July 1, 2007, and December 31, 2007, students in POST-certified courses may use either the POST ID or the SSN on the training roster. At the conclusion of the six-month transition period, POST will require the POST ID to be entered on Training Rosters. **The SSN will no longer be accepted after this time.**

Questions about the new POST Identification Numbers may be directed to Bureau Chief Mitch Coppin, Computer Services Bureau, at (916) 227-4850 or [Mitch.Coppin@post.ca.gov](mailto:Mitch.Coppin@post.ca.gov).

## **FIELD TRAINING PROGRAM COMPLIANCE NEARS COMPLETION**

On July 1, 2004, the Commission approved regulation and procedure changes to ensure consistency in field training programs and courses statewide. Compliance extensions were approved through December 2006. At the April 2007 Commission meeting, staff reported that 45 agencies were still out of compliance. The Commission directed staff to contact these agencies in an effort to gain compliance. The Commission also directed that a letter be sent to each agency advising them that they were out of compliance. The Executive Director was instructed to personally contact each agency executive who did not have an approved Field Training Program.

As of the date of this report, the number of agencies not in compliance has been reduced to 12. The 12 agencies have advised staff that they intend to comply with field training regulations. Staff will provide the Commission with a status report at the July 2007 meeting.

Questions about the Field Training Program compliance regulation and procedure may be directed to Bureau Chief Frank Decker, Basic Training Services Bureau, at (916) 227-4261 or [Frank.Decker@post.ca.gov](mailto:Frank.Decker@post.ca.gov).

## **POST SUBMITS GRANT PROPOSAL FOR ENHANCEMENT OF THE ROBERT PRESLEY INSTITUTE OF CRIMINAL INVESTIGATION (ICI) TRAINING PROGRAM**

During June, POST submitted a grant proposal in the amount of \$1,868,082 to the federal Bureau of Justice Assistance (BJA) to implement a project entitled "Investigative Excellence: Field Reference, Best Practices, and Training for Criminal Investigators." The submission was accomplished in collaboration with the Office of Emergency Services.

The goal of this project is to improve the skills and knowledge of officers who conduct criminal investigations. This is to be accomplished by providing access to dynamic information through two Internet databases, the "Investigator Reference System" and the "Best Practices Database," and via an 80-hour multimedia "Core Investigative Skills" course. The training would be offered in four pilot presentations and would become the model for updating the Robert Presley Institute of Criminal Investigation (ICI) Core investigations course. The content would be drawn from the findings of POST's recent job analysis of the investigative function.

The on-line databases and training presentations would be available through POST's existing training delivery and field services infrastructure. Investigators will be able to share their knowledge with peers, thereby improving crime scene investigations statewide through never-before-available investigator resources. This will simultaneously help to address the attrition-related experience gap that appears to hamper investigative capacities statewide. The project's impact is expected to be evidenced by higher investigation (case) clearance rates, which will also provide the primary evaluation measure and contribute to more successful prosecutions.

Questions about the grant proposal to enhance the Robert Presley Institute of Criminal Investigation may be directed to Senior Consultant Tricia Chisum, Training Program Services Bureau, at (916) 227-4895 or [Patricia.Chisum@post.ca.gov](mailto:Patricia.Chisum@post.ca.gov).

## **PHYSICAL TRAINING INSTRUCTOR COURSE PRESENTED**

In June, the Basic Level Physical Training Instructor Course was presented at the Los Angeles Police Department Academy. POST staff, with Instructors from the Napa Valley Criminal Justice Training Center, trained 33 Basic Academy Physical Training Instructors. This is the first presentation of this course which was primarily designed based on Problem-Based Learning (PBL) methods.

Questions about the Physical Training Instructor course may be directed to Senior Personnel Selection Consultant Michael Catlin, Standards and Evaluation Services Bureau, at (916) 227-2570 or [Michael.Catlin@post.ca.gov](mailto:Michael.Catlin@post.ca.gov).

## **REPORT WRITING GAMING SOFTWARE CONTRACT AWARDED**

At the July 2006 meeting, the Commission approved funding to develop software to assess and remediate report writing deficiencies of entry-level officers. After a careful review of proposals submitted by several instructional and gaming design firms, POST awarded a contract to Studio Kinection, Inc., a Santa Cruz-based firm with many years of experience developing instructional games for a variety of private and public-sector clients. Beginning July 1, 2007, Studio Kinection, Inc. will define learning objectives for the game and develop a product that will facilitate the improvement of the report-writing skills of entry-level officers.

Questions about the reading and writing gaming software project may be directed to Personnel Selection Consultant Elizabeth Wisnia, Standards and Evaluation Services Bureau, at (916) 227-4830 or [Elizabeth.Wisnia@post.ca.gov](mailto:Elizabeth.Wisnia@post.ca.gov).

## **POST PRESENTS “Ask the Experts: STRAIGHT TALK AND PRACTICAL ADVICE ON THE ADA & FEHA AND THEIR IMPACT ON LAW ENFORCEMENT HIRING AND TRAINING”**

In June, POST presented five workshops on the impact of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA) on California law enforcement personnel practices. Separate sessions were conducted for law enforcement management, background investigators, and basic academy directors and coordinators.

The workshops were conducted in an interactive, question-and-answer format, allowing more than 500 representatives from more than 250 agencies to ask questions and discuss their issues of concern with key representatives from the regulatory agencies authorized to enforce these laws. Panelists included Sharon Rennert, Senior Attorney Advisor, ADA Policy Division, U.S. EEOC, Washington, D.C.; Paul Ramsey, Chief Counsel, California DFEH; and Shelley Spilberg, Ph.D., POST staff. A white paper is under development which will summarize the questions and answers addressed across the five sessions. Once completed, the paper will be made available on the POST website.

Questions about the ADA and FEHA sessions should be directed to Senior Personnel Selection Consultant Shelley Spilberg, Standards and Evaluation Services Bureau, at (916) 227-4824 or [Shelley.Spilberg@post.ca.gov](mailto:Shelley.Spilberg@post.ca.gov).

## **WORKSHOP CONDUCTED TO EVALUATE LAW ENFORCEMENT DRIVING SIMULATORS**

A workshop to evaluate law enforcement driving simulator products was conducted in June as the foundation for the revitalization of the Regional Skills Training Centers (RSTC) Law Enforcement Driving Simulator (LEDS) Program. The majority of LEDS in the RSTCs are at or nearing the end of their operational lives. Additionally, the original LEDS technology is not compatible with manufacturers' current maintenance/repair capabilities. Currently, eight LEDS, of the 22 deployed statewide at RSTCs, are inoperative while the remaining units are experiencing operational problems.

POST's proposed 2007/08 budget includes \$3,458,000 earmarked for the "replacement and warranty of law enforcement driving simulators." In anticipation of final approval of the budget, representatives from each of the RSTCs were convened to meet with representatives from the three major LEDS manufacturing companies and "test drive" the latest models of each simulator. Each manufacturer demonstrated the simulator's capability in functionality, serviceability, durability, pricing, delivery, service contracts, warranties, hardware and software components, future hardware/software upgrades, and individualized scenario development.

Manufacturers were also given the opportunity to make individual presentations to the RSTC representatives detailing pricing (i.e., individual units, bundled packages, bulk purchases, and multi-year obligations), warranty (i.e., price, term, ability to provide/meet term obligations, and upgrades/component exchange), and creative concepts in the areas of pricing and serviceability. Following the presentations, RSTC representatives discussed each product evaluation and sales presentation to determine the simulator that best meets the needs of the LEDS program. POST's support of this undertaking was to ensure that the RSTC presenters are able to make informed decisions regarding LEDS equipment and service offered by the various vendors.

Questions about the Regional Skills Training Centers Law Enforcement Driving Simulator Program revitalization may be directed to Senior Law Enforcement Consultant Steve Craig, Training Program Services Bureau, at (916) 227-4887 or [Steven.Craig@post.ca.gov](mailto:Steven.Craig@post.ca.gov).

## **SURVEY REGARDING RECRUITMENT/RETENTION COMPLETED**

During May and June, law enforcement chief executives (and the CHP Commissioner) were surveyed to directly determine their perceptions of significant recruitment/retention issues and to identify expectations of POST's role in recruitment. The survey instrument, administered on-line, contained 49 items concerning the selection process, resource limitations, inter-agency competition, diversity, recruiters' training needs, and retention strategies. In addition, the survey provided an opportunity to express concerns not addressed within the survey.

The response rate was 55 percent (based on 221 completed surveys of 400 distributed). Significant factors identified were length of the hiring process, lack of focused strategy, minimal staffing and funding for recruitment, and inter-agency competition for a shrinking pool of qualified candidates. The survey also reflected that while agencies look to POST for guidance in meeting the recruitment challenges, many believe the issue is outside the scope of POST's responsibility. Further, the executives also expressed reluctance to give up any POST programs and services in order to subsidize further efforts in recruitment and retention.

The survey results will be presented at the July Commission meeting. The survey was done as part of Strategic Plan Objective C.6: *Develop a comprehensive plan for POST's role in addressing law enforcement recruitment issues.*

Questions about the survey may be directed to Senior Consultant Steve Craig, Training Program Services Bureau, at (916) 227-4887 or [Steven.Craig@post.ca.gov](mailto:Steven.Craig@post.ca.gov). Questions about recruitment/retention, in general, may be directed to Senior Consultant Bob Sherock, Training Program Services Bureau, at (916) 227-4829 or [Robert.Sherock@post.ca.gov](mailto:Robert.Sherock@post.ca.gov).

### **CROWD MANAGEMENT & CIVIL DISOBEDIENCE LEGAL UPDATE TELECOURSE TO BE DEVELOPED**

Penal Code Section 13514.5 requires the Commission to establish guidelines and training on law enforcement's response to crowd management and civil disobedience. The POST guidelines were last updated in March 2003.

To update the training, a *Crowd Management & Civil Disobedience Legal Update* telecourse program is being developed and is tentatively scheduled for release in mid-2008. The program will examine legal issues, including the use of the Standardized Emergency Management System, non-invasive methods of crowd management, the right of members of the public to be involved in policy development for managing crowds and civil disobedience, and manager and supervisor training.

The telecourse program will review the legal context of the following: crowd behaviors that require law enforcement response; tactical best practices; dispersal orders; use of force; mass arrest and booking; procedural requirements; investigation and documentation procedures; incident misdemeanors, felonies, and federal charges; persons with disabilities and medical needs; minors; non-US citizens; resisting arrest and property damage; interrogation concerns; and jail alternatives and court procedures.

Questions about the *Crowd Management & Civil Disobedience Legal Update* telecourse program may be directed to Senior Consultant Jody Buna, Training Program Services Bureau, at (916) 227-4896 or [Jody.Buna@post.ca.gov](mailto:Jody.Buna@post.ca.gov).

### **COMMAND COLLEGE CLASS 40 GRADUATES**

On May 18, 2007, Command College Class 40 graduated 21 students. The graduation ceremony was held at the Residence Inn in Oxnard. Captain Paul Cappitelli from the San Bernardino County Sheriff's Department was the class speaker. In addition, Captain Cappitelli received the Hank Koehn Award, and the Outstanding Faculty Award was presented to Peter Bowen. Lieutenant Robert C. Conklin of the Anaheim Police Department received the Dorothy Harris Award.

Questions about the Command College program should be directed to Senior Law Enforcement Consultant Karen Lozito, Center for Leadership Development, at (916) 227-4892 or [Karen.Loizito@post.ca.gov](mailto:Karen.Loizito@post.ca.gov).

## **TERRORISM LIAISON OFFICER COURSE REVISED**

On May 29-31, 2007, POST staff met in South San Francisco to review and revise the Terrorism Liaison Officer (TLO) Training Program. The five-day TLO course has been in existence for more than three years and, in accordance with federal recommendations, was due for review.

The Committee consisted of active TLOs, TLO coordinators, and TLO commanders. Also present were Office of Homeland Security officials, the current course presenters, and other state and federal stakeholders.

The Committee recommended consolidating the five-day TLO basic course into a three-day core course, with additional flexible and complementary modules to address local needs. Also recommended was the development of a one-day training module for Basic TLO Awareness for those agencies that utilize the TLO "shift officer" structure. Additional courses in Advanced Terrorism Intelligence Training were also recommended.

Questions about the *Terrorism Liaison Officer Training Program* may be directed to Senior Consultant Don Lane, Homeland Security Training Program, at (916) 227-3916 or [Donald.Lane@post.ca.gov](mailto:Donald.Lane@post.ca.gov).

## **RESPONSE TO TERRORISM: SCHOOL TAKEOVERS**

POST staff convened a meeting of SWAT subject matter experts in San Diego to develop training for response to a terrorist takeover of a school. The principal focus of the meeting was to create standardized training for tactical units that respond to incidents in which organized, heavily-armed, and well-trained terrorists attack schools or other populated sites.

The goal of the meeting was to identify best practices regarding takeover incidents, and to develop this body of knowledge into a useful curriculum. The meeting resulted in a three-day core curriculum for advanced SWAT training in this area. Modifications to the existing Active Shooter curriculum were also recommended for patrol. In addition, work on complementary courses for police executives and school administrators was completed, as well as additional training for command level personnel.

Questions about the tactical response to terrorist attacks at schools and other densely populated sites may be directed to Senior Consultant Don Lane, Homeland Security Training Program, at (916) 227-3916 or [Donald.Lane@post.ca.gov](mailto:Donald.Lane@post.ca.gov).

## **PATROL OPERATIONS MANAGEMENT COURSE**

Patrol Operations Management, a POST-certified course, was presented at Cal-Poly, Pomona until the mid-1980s when the course was transferred to CSU, Long Beach and was subsequently dropped. The course was attended by newly-assigned patrol commanders.



The need for such instruction has been validated by the consistent input of law enforcement managers and executives who describe the need for job-specific training for persons managing the patrol function. In June, a team of 18 experienced law enforcement patrol managers, five POST Master instructors, and POST staff met to begin development of a contemporary approach to patrol operations management training.

The new course model is intended to be a dynamic, learner-centered program based on typical problems and challenges facing patrol managers. The course will focus upon key tasks performed by patrol managers at shift, division, or bureau levels.

Proposed course content is grouped within nine topical areas including:

- Workload Analysis and Application
- Effective Resource Management
- Critical Incident Considerations
- Significant Personnel Issues and Challenges
- Proactive Risk Management, Auditing and Inspecting
- Promoting Productivity, Accountability, Responsibility and Employee Efficiency and Motivation within the Patrol Operation
- Political Realities and Communications Considerations
- Developing Effective Completed Staff Work
- Accessing and Developing Patrol Management Resources and Technologies

The design team will begin development of learning goals, instructional objectives, and a series of definitive problem-based learning activities. It is anticipated that the course will be pilot-tested after January 2008. The actual length and format have not been finalized pending the creation of the final instructional package.

Questions about the Patrol Operations Management Course development project may be directed to Senior Consultant David Sylstra, Management Counseling Services Bureau, at (916) 227-2825 or [Dave.Sylstra@post.ca.gov](mailto:Dave.Sylstra@post.ca.gov).

## **2007 POST INSTRUCTOR SYMPOSIUM WELL-ATTENDED**

In June, the 2007 POST Instructor Symposium, presented by the San Diego Regional Training Center, was held in Burbank. Approximately 200 law enforcement instructors attended the Symposium and received 16 hours of Continuing Professional Training credit.

The symposium theme was *"It's All About the Students."* Interim Executive Director Hal Snow delivered opening remarks highlighting the many advancements in instructor development over the last three decades. Colonel Danny McKnight (USA, Ret.) was the keynote speaker. Colonel McKnight focused his remarks on "trainers as leaders" and related his experience in the US Army and, specifically, the "Black Hawk Down" incident in Somalia where he was the commander on the ground.

The Instructor Symposium featured break-outs and workshops to address current and anticipated training needs in specific areas. Some of the topics covered included: Advanced Techniques for Facilitators; Avoiding the Darkside of PowerPoint®; Training the Adult Learner – A Foundation for the Instructor; and Bulletproof Your Training – Making It Defensible.

Questions about the Instructor Symposium may be directed to Senior Law Enforcement Consultant Bryon G. Gustafson, Training Program Services Bureau, at (916) 227-3902 or [Bryon.Gustafson@post.ca.gov](mailto:Bryon.Gustafson@post.ca.gov).

## **CALENDAR OF EVENTS ON THE POST WEBSITE**

Due to security concerns, the POST Calendar of Events is located in the Flagship Network on the POST website. The Flagship Network is an electronic bulletin board for the Commission and sworn law enforcement personnel accessed through a user identification and password.

Information about obtaining access is located at [http://www.post.ca.gov/library/p\\_ch/flagship\\_bb.asp](http://www.post.ca.gov/library/p_ch/flagship_bb.asp). If you have access to the network but have forgotten your user identification or password, please send an email to [clearinghouse@post.ca.gov](mailto:clearinghouse@post.ca.gov).

## **LEGISLATIVE UPDATE**

Information regarding bills with a Commission position appears on the following page.

REPORT DATE: June 30, 2007



## STATUS OF CURRENT LEGISLATION

The following are bills in Legislative Session 2007-08 on which the Commission has taken, or will consider taking, a position.

Bill # and Author	Title, Summary and Commission Position	Status of Bill
<a href="#"><u>AB 151</u></a> (Berryhill)	<b>Peace Officers:</b> This bill would include custodial officers, as specified, in the Counties of Glenn, Lassen, and Stanislaus within the definition of peace officer under PC 830.1(c). This bill would declare that it is to take effect immediately as an urgency statute. <b>Commission Position:</b> No position.	<b>SEN 3<sup>rd</sup> Reading</b> <b>6/25/07</b>
<a href="#"><u>AB 325</u></a> (Nava)	<b>Peace Officer Recruitment and Retention Commission:</b> This bill would create the Peace Officer Recruitment and Retention Commission. This Commission would be required to have eight members, as specified, and develop a pilot project administered by the Commission that will develop, coordinate, and implement advertising, recruitment, and retention programs for peace officers in counties specified by the Commission. <b>Commission Position:</b> Support.	<b>ASM Approp. Suspense</b> <b>5/31/07</b>
<a href="#"><u>AB 890</u></a> (Aghazarian)	<b>Correctional Peace Officer Standards and Training:</b> This bill replaces the Corrections Standards Authority with the Commission on Correctional Peace Officer Standards and Training (CPOST). CPOST would be responsible for developing, approving, and monitoring standards for the selection and training of state correctional peace officers and apprentices. There is no appropriation for this legislation. <b>Commission Position:</b> No position.	<b>SEN Public Safety</b> <b>7/3/07</b>
<a href="#"><u>AB 1079</u></a> (Richardson)	<b>Crime Labs:</b> This bill would require the Commission on Peace Officer Standards and Training (POST) to establish a task force to conduct a review of California's crime laboratory system and make recommendations how to best configure, fund, and improve the delivery of state and local crime laboratory services. <b>Commission Position:</b> Oppose, amend.	<b>SEN Public Safety</b> <b>7/10/07</b>
<a href="#"><u>AB 1374</u></a> (Hernandez)	<b>Peace Officers Reserve Housing Authority:</b> This bill would add all reserve housing authority patrol officers employed by a housing authority among those reserve officers who are considered peace officers <b>Commission Position:</b> Neutral.	<b>SEN 3<sup>rd</sup> Reading</b> <b>6/25/07</b>

Bill # and Author	Title, Summary and Commission Position	Status of Bill
<a href="#"><u>SB 15</u></a> (Wyland)	<del><b>Career Technical Education Vision Council:</b> This bill would create the Career Technical Education Vision Council (CTEVC) to make recommendations regarding career technical education, as specified, and to develop a workforce preparation and strategic plan on or before December 31, 2008.</del> <b>Commission Position:</b> Support, Amend	Inactive
<a href="#"><u>SB 153</u></a> (Migden/ Runner)	<b>Victim Services:</b> This bill creates the Child Advocacy Center Fund and the Victim Trauma Recovery Fund, assigns the Office of Emergency Services (OES) to receive and manage the distribution of these funds, and assigns redistribution percentages to the recipients of the Penalty Assessment Fund. <b>Commission Position:</b> Neutral.	ASM Public Safety 7/3/07
<a href="#"><u>SB 566</u></a> (Ridley- Thomas)	<b>Peace Officer Standards and Training:</b> Existing law establishes the appointment criteria for all members of the Commission on Peace Officer Standards and Training (POST). This bill would amend the criteria for appointment to the Commission, as specified by law, for four of the Commission members. <b>Commission Position:</b> No position.	ASM Public Safety 6/26/07
<a href="#"><u>SB 756</u></a> (Ridley- Thomas)	<b>Criminal Investigations:</b> This bill would require that on or before December 31, 2008, the Department of Justice, the Commission on Peace Officer Standards and Training, and specified law enforcement-related entities will develop guidelines for policies and procedures for the collection and handling of eyewitness evidence in criminal investigations. The guidelines would be transmitted to the Legislature with recommendations for any legislation needed to enforce the guidelines. This bill also requires that the Attorney General report to the Legislature on the training on, and voluntary compliance with, the recommendations. <b>Commission Position:</b> Oppose.	ASM Public Safety 6/26/07
<a href="#"><u>SB 987</u></a> (Romero)	<b>State Correctional System:</b> This bill would require the Commission on POST to provide training regarding tracing missing persons and victims of violent crimes, transferring this responsibility from the Corrections Standards Authority. <b>Commission Position:</b> No position.	POST Amendments Accepted, ASM Public Safety 7/3/07